



# Foreign Affairs Manual

## 2 FAM – General

**Change Transmittal:** GEN-358

**Date:** June 11, 2009

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## 2 FAM 020 MANAGEMENT CONTROLS

### Changes

1. Miscellaneous updates were made:
  - **2 FAM 021.3, Definitions:** Management control coordinator now states that he or she also serves as the bureau liaison to the Office of Management Control staff.
  - **2 FAM 022.6, Office of Management Control:** Requirements now include providing annual FMFIA (the Federal Managers' Financial Integrity Act) guidance materials to bureaus and posts and compiling the results of the statement of assurance from the assistant secretaries and Chiefs of Mission.
  - **2 FAM 022.8, Management Control Coordinators:**
    - When a new coordinator is appointed, he or she is responsible for coordinating the input for the assistant secretaries and Chiefs of Mission's annual assurance statements.
    - A new paragraph e was added: Where there are constituent posts or multiple-post missions, the Chief of Mission (COM) will designate a management control coordinator for each; he or she is responsible for compiling and incorporating the responses from the constituent posts and/or missions into the COM annual statement of assurance.
2. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes appear in italic, which provides an historical record of changes.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 2 FAM 020 (CT:GEN-345, 09-29-2008; 19 pages) and replace it with revised subchapter 2 FAM 020 (21 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-358 and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(RM/DCFO/MC)**